

Approved For Release 2001/07/28 : CIA-RDP63-00314R000100020001-0

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Personnel 15

Acting Chief, St/A/RR

30 December 1960

Ch/G/RR

GS-13 Grade Level Requirements in Geography and Cartography Divisions

1. In the Geography Division an increase of five GS-13 positions (to a total of 10) is warranted by existing major components of Branch programs.

Total GS-13 positions needed for each Branch is as follows:

Far East Branch	-	2 positions (increase of 1)
Western Hemisphere Branch	-	1 position (no change)
Europe Branch	-	2 positions (increase of 1)
USSR Branch	-	3 positions (increase of 2)
Near East/Africa Branch	-	2 positions (increase of 1)

2. In the Cartography Division an increase of four GS-13 positions (to a total of 9) is needed by existing major components of Branch programs.

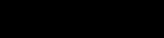
Total GS-13 positions needed for each Branch is as follows:

USSR Branch	-	2 positions (increase of 1)
Europe Branch	-	2 positions (increase of 1)
Far East Branch	-	3 positions (increase of 2)
Special Support Branch	-	1 position (no change)
Development & Construction Branch	-	1 position (no change)

3. We could use four positions within the next several months for promotion of GS-12's to GS-13, if the proposal is approved and the grade points are available.

25X1A9a

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Ch/G/RR:  mmk/4797

Distribution:

- O & 1 - Addressee
- 1 - Ch/G/RR
- 1 - D/GC
- 1 - D/GG

Equipment & supplies

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~~SECRET~~
THRU : Chief, Supply Division
Chief, Records Management Staff
ORR, Records Management Officer
Ch/G/RR, Administrative Assistant

29 December 1954

Request for 25 Pressboard Folders

1. It is requested that 25 on-third cut, 1st position, metal tab pressboard folders, legal size, be provided for this office.

2. These folders will be used to house documents that are maintained indefinitely in the current files of the Office of the Chief, Geographic Research Area.

25X1A9d/s/



Attachment: Request Form # 30

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments